



## UNITED STATES PATENT AND TRADEMARK OFFICE

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UNDER SECRETARY OF COMMERCE FOR INTELLECTUAL PROPERTY AND  
DIRECTOR OF THE UNITED STATES PATENT AND TRADEMARK OFFICE

December 23, 2003

SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR FILE REPOSITORY  
MAINTENANCE SUPPORT SERVICES

RFP NO.: DOC52PAPT0401003

Notice to Prospective Offerors:

The United States Patent and Trademark Office (USPTO) is pleased to release the subject solicitation. This requirement will provide file maintenance support services at the file repository located in Springfield, VA. This service includes the delivery of files between the file repository and both USPTO campuses in Crystal City (Arlington, VA 22202) and Carlyle (Alexandria, VA 22313). The period of performance for this requirement is anticipated to be for a base period and three additional one-year option periods. This requirement is a 100% Small Business Set-Aside.

These services will be acquired in accordance with the Commercial Items procedures in FAR Part 12.

The USPTO invites offerors to submit proposals in accordance with the requirements as set forth in the solicitation. Prospective offerors are cautioned to closely review the solicitation and complete all "offeror fill-ins" as they appear throughout the solicitation document. Also, prospective offerors are urged to carefully read Section L, Instructions, Conditions and Notices to Offerors. Failure to complete and submit all required submissions may result in your offer being determined non-responsive. Proposals will be evaluated in accordance with Section M, entitled "Evaluation Factors for Award".

Your complete proposal, signed by an official authorized to bind the offeror, shall be submitted not later than 1:00 p.m., Eastern Standard Time (EST), Tuesday, January 20, 2004. Federal Acquisition Regulation (FAR) provision 52.212-1(f) sets forth strict guidance regarding late submissions of proposals, modifications, and withdrawals of proposals.

Depending on the mode of delivery, your proposal should be addressed as provided for in clause L.9, Proposal Submission and Content.

Telegraphic or faxed offers are not authorized under this RFP and will not be accepted.

If an award is made to your firm as a result of this solicitation the contract will be subject to the Contract Clauses contained in the solicitation and all other clauses required by law and the Federal Acquisition Regulations as of the date of award.



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A pre-proposal site visit of the file repository will start at the USPTO, 2021 South Clark Place, Crystal Plaza 3, Lobby, Arlington, VA 22202 and will be held on Tuesday, January 6, 2004. Further information is provided in clause L.5, 52.237-1 Site Visit and on the File Repository Tour Invitation, which is located on this requirement's homepage.

All communication/questions concerning this RFP must be submitted in accordance with Section L.10, Inquiries. No information concerning this solicitation or requests for clarification will be provided in response to telephone calls from offerors.

It is the responsibility of each prospective offeror to check the procurement website (<http://www.uspto.gov/web/offices/ac/comp/proc>) on a daily basis for solicitation amendments, questions and answers, and other pertinent information concerning the procurement. An offeror's failure to check the web-site on a daily basis will not be a justifiable excuse for requesting an extension in the proposal due date.

Sincerely,

John R. Baumert  
Contracting Officer  
U.S. Patent and Trademark Office  
Office of Procurement  
Telephone: (703) 305-8371  
Facsimile: (703) 305-8294  
Email: [john.Baumert@uspto.gov](mailto:john.Baumert@uspto.gov)  
Enclosure(s)